

Tempe Fire Department Policies and Procedures
Discounts and Gratuities
104.21
Rev 5-16-02

PURPOSE

The purpose of this procedure is to provide a consistent reasonable approach on the issue of discounts and gratuities. This directive is not designed to cover each and every situation or circumstance involving discounts/gratuities, however, it is designed to provide you with the department philosophy.

POLICY

Employees shall not solicit or accept rewards for performance of duties, ask for gratuities or use their position or give the appearance of using their position to seek individual favors of any kind.

The Tempe Fire Department is committed to maintaining the public's trust. The public expects our integrity to be above reproach. Members must avoid the perception of unethical conduct which undermines the public's confidence in us..

PROCEDURE

- A. Fire Department employees shall follow the same policy for all City employees regarding discounts and gratuities. City Rules and Regulations Rule 6, Section 604 refer to this issue.
- B. Fire Department members are prohibited from accepting goods and services for free while on duty.
- C. Before receiving any discount/gratuity, not specified in B above, please consult your District Manager or Division/Section Head to ensure it does not constitute an ethical violation. Specific requests for review will be forwarded through the chain of command to the Personnel Chief to ensure consistent application of this policy throughout the department.
- D. Our current agreement with Tempe St. Luke's (TSL) regarding cafeteria meals is exempted from the other provisions of this policy. The following conditions must be met for companies to participate in the TSL meal service:
 - The company must be in service.
 - The company must monitor channel 1.
 - Members must complete the sign-in form.
 - A company may participate in this program only if they have brought a patient into the hospital immediately prior to the meal.
 - A company is limited to one meal per person per 24 hour shift.

Sign-in Sheet

The sign-in sheet will require the following information:

- Time in.
- Company ID.
- Employee name (printed).
- Employee signature.
- Value of the meal.

Failure to follow all of the conditions listed above will result in disciplinary action and immediate termination of food privileges for all involved members of the crew. Random monitoring of the meal service program will occur to ensure compliance with this policy. Please keep in mind this program is provided by the hospital as a courtesy

to our department. Abuses of this program would obviously reflect poorly upon our department and may result in termination of the program for the entire department.